

Off site Visits and Activities Policy

Last Review: October 2018

Next Review: July 2020

Committee: Finance & Premises



Introduction

Off-site visits/activities are arranged by or on behalf of the school, and will normally take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences that might not otherwise be possible. All off-site activities must serve an educational purpose, enhancing and enriching our students' learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, for the safety and health of all students at all times. Within these limits, we seek to make our visits available to all students and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

GDPR

At all stages of the process staff must take care to ensure that personal information, eg medical details, remain confidential. Trip packs should only contain personal information needed for the safety of the students and the efficient running of the trip. The trip leader must remind staff to keep hard copies safe. At the end of the visit it is the responsibility of the trip leader to collect any hard copies distributed, and return them to the trip administrator for shredding.

Aims and Objectives

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our students
- Provide a wider range of experiences outside of the school site
- Promote the independence of our students as learners, and enable them to grow and develop in new learning environments
- To support requirements for GCSE & A level fieldwork

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues. All activities should be in line with guidance published by the London Borough of Barnet (LBB/LA).

Residential Activities

Residential visits enable children to take part in a wider range of outdoor and adventurous activities. All such visits will be organised with guidance from LBB through the Evolve system.

Educational Visit Co-ordinator (EVC)

The Headteacher will ensure that the school has a trained Educational Visit Co-ordinator. The EVC will be involved in the planning and management of all off-site visits.

The EVC will:

- Ensure that risk assessments are completed by the visit leader and, when appropriate, individual safety plans and safe working practices and that items on the Visit Leader's checklist have been completed (Appendix 2)
- Log level 2 and 3 visits on Evolve
- Support the Headteacher in any decision on approval
- Ensure competent staff assigned to trips
- Verify that all accompanying adults have been DBS checked where appropriate
- Make sure that all consent and medical forms are obtained
- Keep records of visits and provide after-visit evaluation to aid future visits

The school's trained EVC is: **Amanda Armstrong, Director of Finance and Resources**
The Trips and Visits Administrator is (also EVC trained): **Claire Gelband**

Activity categories

Level 1 Activities include:

- Regular sporting events and fixtures
- Educational activities at other schools
- Day trips both local and those requiring transport

Level 2 Activities include:

- Residential trips
- Adventure education run by a licensed centre

Level 3 Activities include:

- Adventure education run by a member of the school staff
- Trips outside of the UK

Planning a Visit or Activity

Staff proposing to arrange an off-site activity must ensure that the trip complies with the Trips and Visits Protocol (appendix 1) and then seek and obtain the approval of the Headteacher in advance (appendix 3), before any commitment is made on behalf of the school.

The Visit Leader must ensure that the visit or activity is planned in advance and within the submission timeframe to ensure approval is granted.

The planning of a visit should be carried out using the LBB Guidance for Off Site Visits and Related Activities'. A copy of the requirements can be found in the finance office and on Moodle. Advice can also be sought from the Trips and Visits Administrator or the EVC. **The**

planning of the trip is the responsibility of the visit leader, the role of the administrator is to support and assist. JCoSS is a voluntary aided school and as such the Governing Body is responsible for Health and Safety, therefore although the LBB guidance should be followed, the visit will be authorised by the Headteacher or EVC. Guidance will be sought from LBB, where necessary, by the EVC and level 2 and 3 visits will be entered onto the Evolve system by the administrator and approved by the EVC, the Headteacher and LBB (appendix 4).

Visit Plan

The plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities
- Curriculum objectives
- Supervision/student ratios
- Itinerary
- Supervisory details
- SEN arrangements

Risk Assessment

All relevant risk assessments (appendix 5) are to be carried out by the **Visit Leader** before any proposed visit or activity takes place. Existing risk assessments should be checked to ensure that they are still suitable and sufficient.

A copy of the risk assessment or safe working procedures is emailed to all adults supervising the visit/activity. The trip leader takes a copy of this on the visit.

Transport

A variety of transport will be used for school trips and risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have completed the Transport Operator form (Appendix 6). A list of authorised companies is available from the office.

If using a self-drive minibus whether, owned, leased or hired, drivers must have an up-to-date test certificate.

Using vehicles belonging to parents or staff is to be discouraged, and should only happen in exceptional circumstances. If, however, the decision is made to use a parent's vehicle, the Parental Car Use Authorisation (Appendix 7) and a risk assessment must be completed.

Charging and Finance

Families will be requested to make a contribution to cover the cost of the trip. If the trip is taking place during school hours then students will not be excluded if they fail to make a financial contribution, however if the cost of the trip is not entirely covered by the contributions then the visit may be cancelled and money refunded.

A finance form (Appendix 8) should be completed by the visit leader and verified by the trip administrator before bookings are confirmed to ensure that all expenditure has been identified and that a fair and accurate contribution rate is set.

Communication with Parents

The parents of students taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission either in writing or by electronic consent before a child can be involved in any off-site activities; this may already be covered by the blanket consent form and the visit leader should check with the administrator before sending any letters.

Further Health & Safety considerations

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the Visit Leader and provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the telephone number of a designated emergency contact will be provided. An emergency card (appendix 9) must be taken on every visit and retained by the Visit Leader.

The School Office will be provided with a list of everyone, students and adults, travelling with the group, together with a copy of the itinerary for the activity. An emergency card (appendix 10) must be retained at the school office or with a member of the Senior Team out of hours.

The safety of the group(s), especially the students, is of paramount importance. During the activity, the Visit Leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that students are both safe, well and looked after at all times. Mobile phone numbers of all accompanying adults should be recorded (appendix 11).

Prior to an activity, if it is felt that the behaviour of an individual student is likely to compromise the safety of themselves or others, the Visit Leader should discuss with the Head Teacher or Deputy Headteacher measures to put in place to enable the student to take part wherever possible. The detail of this should be included in the Risk Assessment.

Participation on a School Visit is a privilege and not a right. The Headteacher or Deputy Headteacher may refuse to allow a child to participate on a visit as a result of their behaviour as outlined in the Trips and Journeys Protocol (appendix 1).

Frequency and Timing of trips

- Two trips may be run per Faculty in Key Stage 3, and one per Faculty in Key Stage 4 and in Key Stage 5
- No trips will run for any students in the summer term before exams
- No trips for Year 11 in school time or in autumn half term
- Residential trips must run on majority non-school days (or ideally in holiday time)
- Trips and Visits above this can run but a case needs to be made to Curriculum Leaders, demonstrating high educational impact for low staff absence impact.

Exempt from the rules above are:

- *Year 9 Israel Journey (as close to end of summer term as practicable)*
- *Year 12/13 Poland Trip*
- *Curriculum-essential trips (e.g. Biology/Geography Field Study Trips)*
- *School-organised A&A events (e.g. Brilliant Club, STEM days)*
- *Sports Fixtures*
- *Reward trips*
- *Year Group trips e.g. non-Israel Trip, Year 7 Bonding Trip*
- *Trips not in school time e.g. evening theatre visits, shabbatonim*

- **Any** trip proposal will be assessed in terms of cover implications and other logistical considerations

Staffing of Trips

- Staffing of trips is at the discretion of the trip leader, in consultation with the Educational Visits Co-ordinator (MAR).

Selection of Students for Trips

- Wherever possible trips should be open to all students wishing to go.
- Where this is not possible we will select by random allocation
- Students will be removed from trips or not selected if parents miss response deadlines
- Attendance below expectations will also be taken into account on a case by case basis
- See also below on behaviour.

Behaviour and Trips

Students may be excluded from ballots or have their places on trips withdrawn (other than curriculum-essential trips) if their behaviour record is poor. Parents will be informed where this applies. An example of how this will operate is as follows:

- Red report: ½ term
- Internal exclusion: 1 term
- External exclusion: 1 year
- These time periods may run across a holiday and into another term.

Students whose behaviour seriously threatens their own safety, or that of others, or the reputation of the school, will be sent home at parents' expense. If a lesser sanction is

appropriate, or sending home is impracticable, they will be withdrawn from taking part in activities on the trip for one or more days.

On return to school they will additionally face sanctions as if the behaviour had been carried out at school – this might include an exclusion from school. It may also mean they are also excluded from further trips as per the list above.

Where students are excluded from a trip for which parents have already paid, any deposit will in all cases be withheld by the school. Other moneys may be refunded at the school's discretion once costs of the trip are covered.

Relevant YLCs and calendar co-ordinator to be informed of proposed visit before the proposed visit form is given to the Headteacher

Complete the Proposed Visit form. This form must be signed by the Headteacher before proceeding, within the time frame set out below.

Obtain quotes for all activities, venues and transport and complete a finance form. These should be submitted to the finance team for verification.

When verified, confirm all bookings and request written confirmation from provider.

Prepare an itinerary.

Send standard visit letter according to the category of visit to parents within the time frame set out below.

Obtain generic and any site specific risk assessments. Conduct a new assessment for areas not covered elsewhere.

Verify that a parental permission slip has been received for each student complete with relevant medical information and an emergency contact number.

Verify that student contributions have been received

Draw up a final list of students and adults attending, how they will be grouped and record adult mobile phone details

Medical details of students and contact details of Parents in visit packs

Organise a group text to be set up to relay information to parents as necessary.

Emergency cards completed

Submit completed forms and all documentation to the EVC within the time frame set out below.

At all stages of the process staff must take care to ensure that the trip packs are kept safely and that sensitive information, eg medical details, remain confidential. Trip packs should only contain personal information needed for the safety of the students and the efficient running of the trip. At the end of the visit it is the responsibility of the trip leader to collect any hard copies distributed, and return them to the trip administrator for shredding.

Note: Risk assessments should be completed for each activity and in most cases they will be generic.

Time Frames

Level 1: Headteacher's consent at least 8 weeks prior to visit. Letter to parents at least 4 weeks prior to visit. Submit to EVC at least 14 days prior to visit.

Level 2: Headteacher's consent at least 20 weeks prior to visit. Letter to parents at least 16 weeks prior to visit. Submit to EVC at least 4 weeks prior to visit.

Level 3: By arrangement with Headteacher at least 12 months in advance of visit. Letter to parents at least 10 months prior to visit. Submit to EVC at least 6 weeks prior to visit.

Proposed Visit Form

Today's Date _____

| | |
|---|--|
| Date and Times of Visit | |
| Where is the trip going? | |
| Educational purpose of the trip: | |
| Which subject/area is organising? | |
| Name of visit leader: | |
| Which students are going? <i>(Year groups/classes/numbers)</i> | |
| Mode of Transport | |
| Names of accompanying staff (proposed) | |
| Relevant HoFs informed (hand signature) | |
| Relevant YLCs informed (hand signature) | |
| Is this application within the timescale? (see below) | |
| Approved by Calendar Committee (SLT member to sign and date) | |
| Headteacher's signature and date | |

Time Scales for Approval (see visits policy for full explanation of levels)

| | Headteacher's consent | Letter to parents | Submitted to Educational Visits Coordinator (EVC) |
|---|-------------------------------|-------------------------------|--|
| Level 1 <i>Non-residential day/evening trip</i> | <i>8 weeks before visit</i> | <i>4 weeks before visit</i> | <i>14 days before visit</i> |
| Level 2 <i>UK residential</i> | <i>20 weeks before visit</i> | <i>16 weeks before visit</i> | <i>4 weeks before visit</i> |
| Level 3 <i>Overseas residential</i> | <i>12 months before visit</i> | <i>10 months before visit</i> | <i>6 weeks before visit</i> |

Following the Head teacher signing, please complete the rest of the form before the visit:

| | |
|---|--|
| Finance Officer's signature and date | |
| Trip leader's signature and date <i>confirming check list is complete and all sections complied with</i> | |
| EVC's signature and date <i>confirming that Offsite Visits policy has been adhered to</i> | |

The system is intended for internal use within establishments for planning, notification and approval of all levels of offsite visits, including repeat trips such as Year 8 swimming lessons at the local baths and sports team fixtures. It is also intended for notifying the Local Authority of level 3 visits which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. At JCoSS we use the Evolve system to notify the LA of level 2 and 3 visits.

All visits can be planned on the system which takes users through a step-by-step process until all required stages are complete. The stages can be completed in whatever order suits the user and 'Evolve' allows the user to leave the process and log out of the system and then come back again to a particular visit, without losing any of their work.

External documents, such as detailed Risk Assessments (OV4 & 5) and lists of participants' names and summary details (OV8) can be completed electronically and attached as required.

Once the planning stages are complete, the visit can be submitted to the establishment's EVC for checking and initial approval. The EVC may insert a comment and then either refer the visit on to the Head/Manager (or the person with the Delegated authority for approval on the Head's behalf) for formal approval, or back to the appropriate member of staff for amendment or further work.

The visit can either be finally approved by means of an electronic signature (PIN), referred back for further work, or refused. As with all PINs, Heads/Managers should be careful about who these are shared with. They will still be regarded as responsible for approving a visit in the same way as they would be with a signature on a paper approval. Once a visit has been formally approved, all material details become "locked" as an historic record and cannot be changed, although comments can still be added where required. Where applicable, the system will prompt the user that a visit needs to be submitted to the Local Authority for notification.

Hard copies of the visit summary details can be printed from the system at any stage if required.

'Evolve' also provides facilities to generate reports for EVCs and Heads to build up a profile of visits by the establishment by various categories, which may be of use in a variety of situations.

ESRA (Event Specific Risk Assessment) EXAMPLE

Appendix 5

Plan Bee Park, 30 x Year 7, 30/1/06

Visit details..... **Carried out by** Ivor Clearview
Date

| ISSUE List significant hazards which may result in serious harm or affect several people Consider venue, activity, group, transport, plan B, etc. | HOW TO MANAGE IT What procedures will we have? (Control measures) | | | |
|---|---|---------|-------|----------|
| | | PARENTS | STAFF | STUDENTS |
| <i>Crossing main road</i> | <i>Brief young people in advance about dangers of crossing at Risklow Road Ensure staff directly supervise crossing</i> | | ✓ | ✓ |
| <i>Climbing frame in adventure playground</i> | <i>Check condition on arrival Check young people have suitable footwear Not to be used if wet, - 'Plan B' use indoor facilities</i> | ✓ | ✓ | ✓ |
| <i>Sam and Amit likely to wander off</i> | <i>Individual briefing as well as group briefing Agree sanctions Mr Blaine to directly supervise Sam & Amit all day</i> | | ✓ | ✓ |
| <i>'Stranger danger'</i> | <i>Discuss issues with park warden in advance Brief young people accordingly Young people must stay in groups of 3 Young</i> | ✓ | ✓ | ✓ |
| <i>Ms McKenzie (parent) - diabetic</i> | <i>Discuss implications with Ms McKenzie Ensure staff aware & monitor</i> | | ✓ | |
| <i>Indoor area (Plan B) - climbing wall</i> | <i>Climbing wall out of bounds Brief young people Staff in hall to monitor at all times</i> | | ✓ | ✓ |

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here.

The activity must only take place if the residual risk following implementation of control measures is deemed to be acceptable.

If none, strike through sheet and write 'NONE'

EVC signature/date.....

Visit details

Carried out by

Date

| <p>ISSUE</p> <p>List significant hazards which may result in serious harm or affect several people.</p> <p>Consider venue, activity, group, transport, plan B, etc.</p> | <p>HOW TO MANAGE IT</p> <p>What procedures will we have? (Control measures)</p> | | | |
|--|--|--------------------------|--------------------------|--------------------------|
| | | PARENTS | STAFF | Young people |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here

The activity must only take place if the residual risk following implementation of control measures is deemed to be acceptable

If none, strike through sheet and write 'NONE'

EVC signature/date.....

Transport Operator Form

Appendix 6

This form is to be completed by transport operators such as coach companies prior to the school using their services. A new form should be completed on an annual basis. The school must be informed of any changes midyear.

Name of Provider

Date

The provider is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

- 1. **Health, Safety, and Emergency Policy** - The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for transporting the general public and has a health and safety policy and recorded risk assessments which are available for inspection.
- 2. **Emergency Procedures** - Accident and emergency procedures are maintained and records are available for inspection.
- 3. **Vehicles** - All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.
- 4. **Staffing** - Staff have CRB clearance.
- 5. **Insurance** - The company has public liability insurance for at least £5 million.

If any of the above specifications cannot be met or are not applicable, please give details

.....

DECLARATION

I hereby certify that I am an authorised signatory to confirm the details listed above

Signed:

Date

Name (print)

Position in organisation

Company Address

.....
.....

Use of a private car to transport students

Appendix 7

| | |
|----------|---|
| 1 | To: Headteacher <u> JCoSS </u> School |
|----------|---|

I confirm that I am willing to use my own vehicle for transporting young people on educational/recreational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

| | |
|----------|------------------------------------|
| 2 | Signed: _____ Print name: _____ |
|----------|------------------------------------|

| | |
|----------|---------------------------------------|
| 3 | Address: _____ _____ _____ |
|----------|---------------------------------------|

| | |
|----------|-------------|
| 4 | Date: _____ |
|----------|-------------|

The school reserves the right at any time to request copies of any relevant documentation (ie. Registration Document, MOT, Insurance, Driving Licence)

| | Insurance cover required |
|--|--|
| For teachers, youth workers, or other school employees | <i>'Use by the Policyholder in connection with the business of the Policyholder'</i> |
| For parents and other volunteers | <i>'Use for social, domestic and pleasure purposes'</i> |

Finance Form

Appendix 8

| | |
|---------------|--|
| Venue | |
| Form group(s) | |
| Date of visit | |

| Expenditure | £ | £ |
|---------------------------|---|---|
| | Estimate (to be completed by organiser) | Actual (to be completed by finance officer) |
| Venue | | |
| Workshops / activities | | |
| Transport | | |
| Sundries | | |
| | | |
| | | |
| Total Expenditure* | | |

| Income | | £ | £ | £ |
|----------------------|------------------|---|---|---|
| | | | Estimate (to be completed by organiser) | Actual (to be completed by finance officer) |
| Number of students | Cost per student | | Total | |
| Curriculum subsidy | | | Total | |
| Other subsidy | | | Total | |
| | | | | |
| Total Income* | | | Total | |

***Expenditure and income should match**

| | |
|--|---|
| Amount of any deficit / surplus | £ |
| Reason for deficit / surplus | |

Emergency Card (Visit Leader)

Appendix 9

This 'card' must remain with the Visit Leader at all times

In the event of an incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from the school emergency contact(s). This should normally include a member of staff on the Senior Management team in the school.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self)
3. Attend to the casualty/ies (if applicable)
4. Call emergency services (999 or appropriate local number if abroad), if appropriate.

Then:

- Contact the Emergency Contact (see below) and seek further advice.
- Contact the British Consulate / Embassy if abroad.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions.
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage.
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale.
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the school and the LA.
- Refer all press, media, parental, or other enquiries to the school who will implement the appropriate procedures.

If you are unable to make contact with the Emergency Contact(s), phone the LA Emergency Call Centre on 020 8359 2000.

The LA Call Centre will immediately contact an appropriate manager. Depending on the severity of the incident the Call Centre may call you back to reassure you that your initial call is being acted upon.

| Name | Home | Mobile |
|----------------------------------|---------------|--------|
| School | 0208 344 2220 | |
| LA Emergency No. | 020 8359 2000 | |
| Headteacher / SLT (out of hours) | | |
| | | |
| Other | | |

Emergency Card (to be kept at office base)

Appendix 10

This 'card' must remain with the emergency contact(s) at all times

The Emergency Contact(s) should have all visit information, including itinerary, venue details, names and emergency contact details for all participants including staff, etc.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on
- Note their location
- Determine the nature of the emergency
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible
- Seek further advice or pass on details to other contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible
- Inform the Headteacher, Deputy Headteacher or failing that, member of the SLT
- The senior member of staff will contact the LA Call Centre 020 8359 2000 and state that immediate assistance is required. Give brief details of the incident.
- Your details will be taken and you will be phoned back as soon as possible
- The LA (020 8359 2000) will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident. All enquiries should be referred to this telephone number
- If appropriate, support and counselling will be arranged.

| Name | Home | Mobile |
|--------------------------|---------------|--------|
| Headteacher | | |
| Deputy Head | | |
| | | |
| LA Emergency Call Centre | 020 8359 2000 | |

Contact List

Appendix 11

Names and contact details of staff / volunteers

| Name | Staff / Volunteer | Mobile number during visit |
|------|-------------------|----------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Total staff

Total students

Ratio: Staff Students

Student list and medical information attached

Leaders and groups attached

Itinerary attached